



COPS Worksheet

COPS Officer Progress Report

Affix Label Here

Reporting Period:	January 1, 1997-December 31, 1997
Last Day of the Reporting Period:	December 31, 1997
Due Date (postmarked by):	February 15, 1998

If your department has not yet hired any officers who were awarded under your COPS grant(s), please complete the Identifying Information section and return the entire report to Vistrionix, Inc.

U.S. Department of Justice
Office of Community Oriented Policing Services
Joseph E. Brann, Director

COPS Officer Progress Report

The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. Vistrionix, Inc. is assisting the COPS Office in the processing of the Progress Reports. If you have any questions regarding this report, please contact the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice, Progress Reports
c/o Vistrionix, Inc.
8391 Old Courthouse Road, Suite 205
Vienna, VA 22182



U.S. Department of Justice
Office of Community Oriented Policing Services
Internet web site: <http://www.usdoj.gov/cops/>

Identifying Information

Name of person completing this form: _____

Title: _____

Signature: _____

Name of department or agency: _____

State: _____ Phone number: _____

Date form completed: _____

*An Officer Progress Report should be completed for **each** COPS-funded officer employed by your department within this reporting period (January 1, 1997-December 31, 1997). Please make copies of this blank form so that you may report on each officer on separate forms.*

1. How many officers will you be reporting on for this reporting period?

2. If your agency has not hired all your COPS grant-funded officers, please indicate when you plan to do so. Please provide the **number of officers** your agency anticipates hiring for the following time frames:

_____ Within one month

_____ Within three months

_____ Within six months

_____ Other (please indicate time): _____

_____ Unknown

If your department has not yet hired any officers who were awarded under your COPS grant(s), you should stop here and send this report to Vistronix, Inc.

Officer Description

3. This officer is:

- ☐ A new entry-level officer
- ☐ A rehired, former officer
- ☐ An officer hired through lateral entry from another police department

4. Officer's age at the time of hiring/rehiring

_____ years of age

5. Officer's gender

- ☐ Male
- ☐ Female

6. Officer's military veteran status

- ☐ No prior military service
- ☐ Prior military service

7. What is the highest education level attained by this officer?

- ☐ Did not graduate from high school
- ☐ High school graduate or equivalent
- ☐ Less than two years of college
- ☐ Associate's degree or two years of college
- ☐ More than two years of college, but not 4-year degree
- ☐ Four-year college degree
- ☐ Some graduate work
- ☐ Master's degree
- ☐ Law or doctorate degree

-
8. Which department assignment best characterizes the officer's duty assignment during this reporting period?
If more than one option applies, select **only** the category in which the officer spent the **most** time.

- ☐ Recruit training (as a recruit/student)
- ☐ Patrol (include time spent in field training)
- ☐ Investigations
- ☐ Juvenile
- ☐ Community relations/crime prevention/community policing unit
- ☐ Tactics/special problems squad
- ☐ Other field operations unit
- ☐ Training (as an instructor)
- ☐ Crime analysis, research development
- ☐ Other administrative or support unit
- ☐ Other (specify):_____

9. Based on the duty assignment identified in the previous question, which of the following were part of the officer's routine responsibilities during the reporting period? *Check all that apply.*

- ☐ Answer routine calls for service
- ☐ Conduct traffic enforcement
- ☐ Conduct follow-up investigations
- ☐ Make door-to-door contacts in neighborhoods
- ☐ Develop familiarity with community leaders in area of assignment
- ☐ Assist in organizing community
- ☐ Teach residents how to address community problems
- ☐ Work regularly with community groups
- ☐ Enforce civil and code violations in the area
- ☐ Work with other local government agencies to solve neighborhood problems
- ☐ Conduct surveys in area of assignment
- ☐ Released from routine response duties to work on special problems
- ☐ Work on special enforcement task force
- ☐ Conduct specially focused patrol operations in response to a specific problem
- ☐ Other (specify):_____

Time Line Data

Most of the questions in this section ask for a date that key events occurred. If the indicated event occurred, enter the date by indicating the month, day and year. For example, if an event occurred on January 1, 1997, enter: 01/01/97. If the event did not occur during the reporting period, check the "did not occur" box.

10. Officer's date of hire. Use date officer was rehired if the officer is a rehire.

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

11. Date officer began recruit academy training

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

12. Date officer completed recruit academy training

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

13. Date officer was sworn in

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

14. Date officer began probationary employment status

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

15. Date officer ended probationary employment status

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

16. Date officer was deployed to a non-community policing assignment

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

17. Date officer's employment or sworn status was terminated. *An entry date here means you will not report on this officer in subsequent reports.*

____/____/____
Month Day Year

☐ Event did not occur during this reporting period.

18. How many hours of training on community policing topics did the officer receive during this reporting period? *Do not include recruit training or training with field training officers.*

_____ hours

☐ Event did not occur during this reporting period.

Please return completed form to:

**U.S. Department of Justice, Progress Reports
c/o Vistronix, Inc.
8391 Old Courthouse Road, Suite 205
Vienna, VA 22182**

Please make a copy for your records.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing the burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530; and to the Public Use Reports Project, 1103-0030, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this collection of information is 1103-0030. Expiration: 6/98.